COVID 19 Risk assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Company name: Lion House

Assessment carried out by: Andrew Bates

Date of next review: ongoing

Date assessment was carried out: 26/06/2020

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| **Severity** | **6 Multiple Death** | **5 Death** | **4 Major injury** | **3 Lost time injury** | **2 Minor Injury** | **1 Delay** |
| **Likelihood** | **6 Certain** | **5 Very Likely** | **4 Likely** | **3 May Happen** | **2 Unlikely** | **1 Very Unlikely** |

**Risk - 0-10 - Low Risk 11-20 - Medium Risk 21-36 - High Risk**

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| **What are the hazards** | **Who might be harmed** | **Controls in place** | **Additional Controls required** | **Severity** | **Likelihood** | **Risk** |
| **Spread of COVID-19**  **Coronavirus** | * Staff * Visitors * Contractors * Vulnerable Groups | **All Staff to have a return to work interview and training in what measures have been introduced and requirements are for them and guests** | All employees must have a return to work interview and a fit for work document, reporting any changes in circumstances to Manager as soon as possible  Training in bagging and storing of dirty laundry | 1 | 1 | 1 |

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|  |  |  | procedures  Training in the use of PPE, what and when it is required |  |  |  |
|  |  | **Hand Washing**   * **Hand washing facilities with soap and water in place** * **Stringent hand washing taking place** * **Guidance posters on display** * **Drying of hands** * **gel hand sanitisers in place** * **Suspend the use of warm air hand dryers** | Employees to be reminded to wash and sanitise hands upon arrival at work and on a regular basis to wash their hands for 20 seconds with soap and water and to dry hands properly with paper towels  Use the same measures for public toilet areas for handwashing  Follow Catch it, Bin it, Kill it and to avoid touching face etc  Tissues to be made available  Encourage staff to report any problems | 2 | 1 | 2 |

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|  |  | **Public usage of toilets to be signed for social distancing awareness and cleaning of public toilets within the hotel to be robust and frequent** | Use a cleaning checklist and leave in the area for transparency  Ensure a robust cleaning schedule is in place and monitor standards | 2 | 2 | 4 |
|  |  | **Cleaning**  **Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, reception area - including keyboards and telephones, lift buttons using appropriate cleaning methods and products** | Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed, checklist at front door for door handles, leave as many doors open as possible for entry | 2 | 1 | 2 |
|  |  | **Social Distancing Reducing the number of**  **persons in any work area to try and comply with the 2 metre gap recommendation** | Staff to be reminded on a daily basis of the importance of social distancing both in and outside the workplace Management checks to ensure cooperation | 2 | 3 | 6 |
|  |  | **Wearing of gloves**  **All cleaning including bedroom laundry and** | All staff to be reminded that wearing of gloves is not a substitute for | 1 | 1 | 1 |

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|  |  | **cleaning must be done wearing gloves, an adequate supply will be supplied** | handwashing, gloves and hand sanitiser will be provided for all staff with masks and aprons available |  |  |  |
|  |  | **Air purifiers to be placed in room before servicing and stay over commences**  **PPE must be worn** | Staff to place in each room at the start of servicing and move on to the next  Rooms only to be serviced on departure of guest  Stay over service to be reduced to emptying bins and freshening towels, toiletries and supplies if required | 3 | 3 | 9 |
|  |  | **All tables to be cleaned then disinfected, appropriate materials will be provided** | Staff to be trained on appropriate products and order in which these are to be used | 2 | 2 | 4 |
|  |  | **One way system for breakfast and minimal contact, Grab & go breakfast facilities tea/coffee station to be set up** | Staff to make sure there is minimal contact between guests and themselves during high traffic service | 3 | 2 | 6 |

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|  |  | **Symptoms of COVID-19**   * **If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised tofollow the stay at home guidance** * **If advised that a member of staff or public has developed COVID-19 and were recently on the premises the management team will contact the public health authority and take advice** | Internal communication and cascading of messages through the line managers will be carried out and support to colleagues in a fast changing situation, support will be given to staff who are affected or has a family member affected | 3 | 3 | 9 |
|  |  | **Mental Health Management will promote**  **health & wellbeing awareness to staff** | Regular communication of mental health information and open door policy for those who need additional support | 3 | 3 | 9 |
|  |  | **All staff must change into clean uniform on the premises to minimise the chance of contamination and change after finishing shift** | Facilities will be provided for ALL staff to change in privacy, this must be adhered to. These must be washed to standard | 1 | 1 | 1 |

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|  |  |  | daily |  |  |  |
|  |  | **Restaurant and bar service - As at date of this initial document Room Service only** | Room service will be provided to all guests  Timings and menu given to guest upon arrival  Delivered to the guest bedroom door on tray and stand  Boxed meal and flow- wrapped cutlery to be used  All charged to room - no money to be exchanged | 2 | 2 | 4 |
|  |  | **Leisure Club - TBC** |  |  |  |  |
|  |  | **Functions, large gatherings - TBC** |  |  |  |  |
|  |  | **Check in/out procedure to provide minimal contact, email confirmation and preferably payment in advance, email invoice or receipt** | To prevent cross contamination check in and check out should have as little contact as possible, provide a drop box for keys which will be sanitised after use, email | 3 | 2 | 6 |

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|  |  |  | all invoices and receipts out where possible to avoid contact  Payments to be made by card where possible |  |  |  |
|  |  | **Limit lift usage to one person or one household to promote social distancing** | Display posters at all lift entrances and in lift to limit to one person at a time | 2 | 1 | 2 |
| **Infectious outbreak within a hotel bedroom** |  | **Quarantine the bedroom and ALL staff to be instructed not to enter** | Call the guest to clearly understand the situation and if the guest needs to extend their stay and for how long  Offer assistance with calling local doctor, 111 or ambulance  Inform all staff that the bedroom is in quarantine and DO NOT ENTER  Inform Duty Manager so all cases are accounted for if the situation becomes worse (reporting purposes for | 3 | 3 | 9 |

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|  |  |  | the EHO)  Extra amenities, food, linen and bags, medicines etc to be placed outside the room if required  Place an emergency body fluid kit outside the room for the guest to use if required  Immediately clean all public areas as per guidelines and increase frequency  Minimise contact with guest on departure  Leave the bedroom empty for 72 hours if possible and then place in air purifier before servicing room |  |  |  |